

Finance Department

Last Updated Tuesday, 20 January 2009

DEPARTMENT OF FINANCE OVERVIEW

The Department of Finance is responsible for:

- Preparation of the monthly financial statement.
- Overseeing the completion of the annual financial audit and the preparation of the comprehensive annual financial report.
- Treasury management including the collection of revenues, investment of government funds, and payment of operating expenses.
- Administering the city retirement fund.
- Preparation of an annual budget including performing financial analysis of special projects.
- Reviewing and maintaining adequate internal controls.

The primary responsibility of the Finance Department is the receipt of revenues and disbursement of expenditures.

The Finance Department is responsible for collecting all occupational and regulatory license fees, general property taxes, and other fees.

LICENSE FEES

Occupational License Fee

An Occupational License Fee is imposed on the wages of those employees working within the city limits at the rate of 1.75% of all salaries, wages, commissions and other compensation including deferred compensation, earned for work and or services performed in the city.

Net Profit License Fee

An Annual Net Profit License Fee is levied on all persons, fiduciaries, corporations, and associations engaged in the occupation, trade, profession or other business earned for work performed within the city. The rate is equal to the greater of 1.75% of the net profit or \$35.00.

Any corporation, association, individual, fiduciary, or other entity which receives income from real estate rentals with annual gross receipts in excess of \$100,000 is presumed to be in the rental business, and is subject to the greater of 1.75% of the net profit or \$35.00.

The Net Profit License Fee is assessed equally on both residents and non-residents performing work in the city.

PAYMENT OF LICENSE FEES

Occupational License Fee

For an employee, the employer must withhold the occupational license fee from any payment made for services performed or work done in the city. The employer is responsible to remit the employee withholdings to the city on a quarterly filing basis.

Net Profit License Fee

Each entity conducting business inside the city, not classified as an employee, must make an application for an occupational business license before commencement of activity and pay the initial thirty-five (\$35.00) minimum license fee. Issuance of the occupation business license requires the licensee to file the annual Net Profit License Fee return for each year or part of year business activity takes place in Frankfort. The Net Profit License Fee return is due 105 days after the close of the organization's established federal tax year. Failure to file the Net Profit License Fee return results in the automatic revocation of the Occupation Business License.

REGULATORY LICENSE

A \$25.00 Annual License Fee is required from all non-residential contractors and itinerant businesses. The due date is May 1st of each year.

ATTENTION ALL OUT OF TOWN CONTRACTORS

Occupational License Fee

Out of town Contractors/Employees are required to pay quarterly taxes on 1.75% of Frankfort wages.

Net Profit License Fee

You must also submit a Net Profits (1.75%) Tax Return at the end of each year based on the Frankfort Net Income. This will automatically renew your license for the coming year without an initial fee.{slide=Finance FAQs}

Visit our Finance FAQs page to see a complete list of frequently asked questions related to the Finance department. {/slide} {slide=Business Licensing}

Visit our Business Licensing page for licensing details and downloadable forms. {/slide} {slide=Real and Personal Property Taxes}

The Finance Department collects property taxes for the City and for the Frankfort Independent School District.

The City's tax rate for the year 2006 is \$.197 per hundred dollars of assessed value on real estate and on personal property (business furniture, fixtures and inventory).

The Frankfort Independent School District's tax rate for the year 2006 is \$.641 per hundred dollars of assessed value on real estate and on personal property (business furniture, fixtures and inventory).

The property values are determined by the Franklin County Property Valuation Administrator.

Property tax bills are mailed in October of each year. Tax bills are due by December 31st. A 2% discount is available if the bill is paid by November 30th. Property taxes paid after December 31st will be subject to a 10% penalty. In addition, the city will also add 1/2% interest compounded monthly to unpaid taxes. Unpaid taxes will be published in the Frankfort State Journal after the first quarter and then turned over to the City Attorney for collection. {/slide} {slide=Finance Department Contacts}

Finance Department contacts can be found in our Contacts section. {/slide} {slide=Finance Phone Numbers}

ADMINISTRATIVE OFFICE
Telephone (502) 352-2083

BUSINESS LICENSES
Telephone (502) 352-2081

ALCOHOL BEVERAGE CONTROL LICENSES
Telephone (502) 352-2085
*Must first make application with State Alcohol Beverage Control Board, at (502) 564-4850

ACCOUNTS RECEIVABLE/PAYABLE
Telephone (502) 352-2101

AD-VALOREM PROPERTY TAXES/DELINQUENTS TAXES
Telephone (502) 352-2078 {/slide}

Steve Dawson, Director

Finance Department

Steve Dawson, Finance Director
315 West Second Street
PO Box 697
Frankfort, KY 40602
Hours 8:00 am- 4:30 pm Mon-Fri
Phone: (502) 352-2083

Send e-mail! Downloadable Forms
& Documents

- City Budget 2008-2009
 - o Executive Summary
 - o Budget Detail
- Alcohol Server Training Documentation
- Business License Application
- Commercial Questionnaire

- Flat Fee Election Form

- Home office Questionnaire
- Net profit Tax Form
- Instructions for Net Profit Tax Form
- Occupational Tax Ordinance
- Occupational License Tax Notice
- Occupational Tax Form 1st - 3rd Quarter
- Occupational Tax Form 4th Quarter
- Quarterly Insurance Premium License Fee
- Quarterly Return of Transient Room Tax
- Regulatory License Fee
- Sub-Contractor Application
- Form 1099ST